

**Maryland General Assembly  
Department of Legislative Services  
Office of Legislative Audits**

**RECRUITMENT NOTICE**

**Position:**        **Report Specialist (Legislative Associate I), regular, full-time**

**Base Salary:** \$40,400 to \$47,000 depending on experience and qualifications

**Principal Duties:**

- provide high quality administrative support and perform editing functions for a professional audit staff in an environment with numerous and diverse responsibilities
- facilitate the audit report preparation process including proofreading, editing, and formatting reports; incorporating final revisions, appendices, and footnotes; and coordinating the printing process
- coordinate the processes for distributing confidential reports to State officials and posting public reports to the office's website
- assist with developing and ensuring compliance with prescribed formatting standards and guidelines
- perform other technical and editing tasks including developing, updating, and proofreading content for various electronic documents such as policies, manuals, and the office's website
- assist with maintaining various databases to track office activities
- create, maintain, and update electronic records on office servers and intranet

**Qualifications:**

- excellent organizational, communication, and interpersonal skills
- ability to perform editing functions with strong reading comprehension and knowledge of proper spelling, grammar, punctuation, and syntax while adhering to office style and format requirements
- ability to pay meticulous attention to detail and maintain a high level of accuracy in a work environment in which close review and scrutiny of work is the required work process
- ability to follow established procedures and develop systematic approaches when completing tasks
- ability to use critical thinking skills to analyze work and solve problems
- ability to independently manage multiple tasks, utilize time effectively, and work under pressure
- ability to proactively manage workload to meet office priorities and deadlines
- ability to stay focused in an open office environment with frequent disruptions
- proficiency in Microsoft Office and Adobe Acrobat with a high level of proficiency in Word
- ability to lift up to 35 pounds
- college degree preferred

Send resume and letter of interest by October 20, 2017 to:

Office of Legislative Audits  
301 West Preston Street, Room 1202  
Baltimore, Maryland 21201  
Fax: 410-946-5999 or 301-970-5999  
Email: [jobs@ola.state.md.us](mailto:jobs@ola.state.md.us)

Selected applicants will be invited for an administrative skills test.

*The Department of Legislative Services is an equal employment opportunity employer and will not discriminate against any employee or applicant for employment in a manner that violates law, regulation, or legislative policy.*

*October 5, 2017*